



IVC HEALTH ASSISTANT PROGRAM (AHP 60)

Basic Course Information

Semester:	FALL 2024	Instructor Name:	Aida Valdez
Course Title & #:	Health Assistant Program	Email:	aida.valdez@imperial.edu
CRN #:	10466	Webpage (optional):	N/A
Classroom:	2139	Office #:	N/A
Class Dates:	08/12/2024—11/06/2024	Office Hours:	N/A
Class Days:	Theory: Mondays – Tuesdays Clinical: Mondays-Tuesdays-Wednesdays	Office Phone #:	N/A
Class Times:	Theory: 7:30 am – 1:00 pm Clinical: 7:00 am – 12:05 pm	Emergency Contact:	Call instructor – Aida Valdez cell phone: (760) 473-1673; TEXT ME, IS THE FASTEST & EASIEST. PLEASE STATE YOUR NAME & REASON. I WILL TEXT OR CALL ASAP or RESPOND BY CANVAS TO ALL STUDENTS
Units:	5.5	Class Format/Modality:	State of California Chancellor’s Office Nurse Aide Curriculum; Credentia Booklet September 2022; Regional Testing Center (RTC) Coordinates scheduling students for the examination

Course Description

This course will prepare the health assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The course is structured to provide theory and practical application of skills needed to function as a nurse assistant. Additional materials fee apply. (Nontransferable, AA/AS degree only)

Course Prerequisite(s) and/or Corequisite(s)

NONE

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate proper body mechanics while moving, turning, and ambulating a patient.
2. Take and accurately record vital signs on a child and adult: blood pressure, pulse, temperature, and oxygen saturation.
3. Identify key menu items or components regarding the diet for a long-term care diabetic.

Course Objectives

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

- Complete an introduction to Nursing Assistant (DHS Module 1)
- Discuss and demonstrate Patient/Resident Rights (DHS Module 2)
- Discuss and demonstrate interpersonal skills (DHS Module 3)
- Discuss and demonstrate prevention management of catastrophe and unusual occurrence in long term care (DHS Module 4)
- Demonstrate proper body mechanics (DHS Module 5)
- Discuss and demonstrate Medical and Surgical Asepsis (DHS Module 6)
- Discuss and demonstrate weights and measures of clients (DHS Module 7)
- Discuss and demonstrate patient care skills (DHS Module 8)
- Discuss and demonstrate patient care procedures (DHS Module 9)
- Demonstrate proper technique and documentation of vital signs (DHS Module 10)
- Discuss and provide proper nutrition for the long- term care client (DHS Module 11)
- Discuss and demonstrate emergency procedure (DHS Module 12)
- Discuss and demonstrate care for the long-term care patient (DHS Module 13)
- Discuss and demonstrate rehabilitative nursing (DHS Module 14)
- Demonstrate proper patient/client observation and charting (DHS Module 15)
- Discuss the nurse's aide role and demonstrate care for patients dying or requiring postmortem care. (DHS Module 16) Discuss the nurse's aide role in preventing, recognizing, and reporting instances of resident abuse. (DHS Module 17)

State of California Nurse Aide Model Curriculum: Lecture Outline

1. Introduction to Nursing Assistant

2. Patient/Resident Rights

3. Interpersonal Skills

4. Prevention management of catastrophe and unusual occurrences

5. Body Mechanics

6. Medical and Surgical Asepsis

7. Weights and Measures

8. Patient Care Skills

9. Patient Care Procedures

10. Vital Signs

11. Nutrition

12. Emergency Procedures

13. Long Term Care Patient

14. Rehabilitative Nursing

15. Observation and Charting

16. Death and Dying

17. Abuse

.... → 'Anticipated Class Schedule/Calendar' Section refers Modules of previous 'Theory Day' continue as needed



Textbooks & Other Resources or Links

Hartman's Nursing Assistant Care: Long-Term Care, 5th Edition. Textbook Paperback. ISBN: 978-1-60425-137-1

Hartman's Nursing Assistant Care-Workbook 5th edition. ISBN: 978-16042-513-8-8

American Heart Association Fundamentals of BLS (Basic Life Support) for the Healthcare Provider

Regional Testing Center for Southern California - State of California Nurse Assistant Exam information.

<https://www.goldenwestcollege.edu/Links/pdf/rtc/southern-ca-handbook-14.pdf>

Health Workforce Initiative – State of California Nurse Aide Curriculum <https://ca-hwi.org/curriculum/access-curriculum/> (STATE MODULES: 1-17)

<https://ca-hwi.org/students/cna-certification-testing/>

(STATE MANUAL SKILLS VIDEOS): State of California CNA (23) Video – Self-Practice State Manual Skills (5 skills = 20 mins.)

Santa Barbara City College – State of California CNA (23) Video – Self-Practice State Manual Skills (5 skills = 20 mins.) <https://www.sbccc.edu/nursing/cna/skillsvideos.php> (STATE MANUAL SKILLS VIDEOS)

<https://www.sbccc.edu/search/?cx=002701515966235043044%3A1yabqrtsgse&cof=FORID%3A11&q=cna+23+videos&radiosearch=sbccc&submit=#gsc.tab=0&gsc.q=cna%2023%20videos&gsc.page=1>



Course Requirements and Instructional Methods

Objective Student is required to self-participate: OUT OF CLASS HRS: 126.00 – during the course/does not include studying/self-practice for State Nurse Aide Examination after the course is over ASSIGNMENTS: Out-of-class Students 'MUST' meet program deadlines, self-reading and writing, complete homework, and read IVC Canvas emails regularly. Students' 'MUST' demonstrate self-study, self-discipline, dependable, responsible, organizational study skills for Theory, State Skills Practice and be able to self-prepare to practice State skills for State Nurse Aide Examination 'Skills' portion of the exam. Student 'MUST' be able to apply knowledge from Theory into direct patient care skills 'Safely' in the clinical setting. Student 'MUST' demonstrate being confidential, conscientious, empathetic during patient care, be caring, ability to communication while providing patient care in the clinical setting demonstrate teamwork with other classmates and clinical staff employees.

Students to download and study required California Nurse Assistant Candidate Handbook & National Nurse Aide Assessment Program booklet. Provide proof of ability to convert standard time to military time.

Reading and Writing

Write a post-assignment paper that relates to student's clinical experience. Majority of content emphasized is in reading assigned chapters as directed by syllabus and instructor.

Module Exams, for each or combination of Modules 1-17 and Final Exam – MUST pass all exams and final exam with 70% or better. Otherwise, student is unable to continue with the course – NO make-up exams and NO missing class on exam days the student will not be able to continue with the course and 'MUST' self-drop from the course or get an 'F' at the end of the course.

The course is an 'Accelerated' course and requires memorization reading skills, self-discipline, self-organizational daily skills for studying, practicing for the 'State of California Nurse Aide Examination' and basic math, reading and writing skills.

During clinical rotation occasionally requires for students to stay at clinical past class time on the class roster to continue with patient care for 'Safety' reasons. The students are to stay with the patient until a qualified staff member can continue the patient care. Then the entire class can leave the clinical site premises for the day.

The course requirements cost money at the student's expense if completes the course or withdraws from the course.



Course Requirements and Instructional Methods con.t

Oral Assignments – participate in class

Problem Solving Exercise – Discuss examples related to patient care issues that may arise in a hospital setting.

Skills Demonstration – State of California Nurse Aide Manual Skills using ‘ Credentia booklet September 2022

Written Assignments (completed) related to resident/patient healthcare: Workbook, abbreviation sentences, three research papers: Alzheimer’s Disease, Elder Abuse & HIPPA/Confidentiality (research papers due prior to starting clinical/hospital rotation

Class Activity – Participate in self-practice return demonstration for State Manual Skills - Credentia booklet September 2022, and clinical/hospital rotation completing required clinical/hospital hours credit for the course.

State of California Nurse Aide Model Curriculum, California Department of Public Health (CDPH):

Health Workforce Initiative (HWI): State Nurse Aide Modules (1-17)

State of CA Chancellor’s Education Office – State Nurse Aide Module Curriculum

www.ca-hwi.org

<https://ca-hwi.org/curriculum/access-curriculum/>

Credentia Booklet – September 2022, State Manual 23 Skills, see LINK below

State CA Nurse Aide Exam- written and skills info.

<https://credentia.com/storage/handbooks/southern-ca-handbook.pdf>

CDPH forms - Nurse Aide information/forms – **283-B form (Initial Nurse Aide application)**

<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/CNA.aspx>

Regional Testing Center (RTC)/Southern California – **agency reviews students documents and testing fee - State NA Exam**

<https://credentia.com/test-takers/casouth>

Santa Barbra City College: CNA – State Skills 23 Videos – **Use to practice ‘Self-Practice Skills’ State Manual 23 Skills**

<https://www.sbccc.edu/nursing/cna/skillsvideos.php>



Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Course Policies

ABSENCES: NOT ALLOWED Student **MUST** attend 'ALL' days of class to receive credit hours for the course – **NO ABSENCES ALLOWED – NO EXCUSES!**

Student must be in complete uniform during class, clinical rotation or attending IVC for lab skills practice.

Student must be respectful of others in classroom and clinical rotation including hospital staff.

Student must text instructor if student is going to be late for any reason.

Student must behavior in a professional behavior during class and clinical rotation.

NO student will be allowed to be absent (**NO** Excuses!) on exam day or final exam day. If student is absent student will be asked to leave the classroom, withdraw class online or receive a letter grade of an 'F' at the end of the course.

Student will know if they are passing the course. If student is not passing the course the student will need to withdraw the course online or receive a letter grade of an 'F' at the end of the course. The instructor will not be able to help the student as the student receives all the materials needed to help them through the course. The student may need to take extra English, reading, math or memorization courses prior to taking the course.

The State of California Nurse Aide Model Curriculum requires reading in English, math calculations and memorization for manual skills.



Other Course Information

Student must meet all requirement deadlines given by Beatriz Trillas or student will be unable to continue in the course.

Student must pass all exam including Final Exam with 70% or better (letter grade of C) to continue with the course. All Homework deadlines must be submitted on the deadline date.

The research three papers emailed to Beatriz Trillas: beatriz.trillas@imperial.edu and given hard copy to instructor in class. These will be due prior to clinical rotation.

Workbook and sentences given to instructor on deadline date. These are due towards end of the course submitted morning of deadline due date, see 'Student Daily Calendar'.

Student must submit \$120 money order or cashier's check (bank only) to Beatriz Trillas. If the student is to pay the fee to Regional Testing Center (RTC) for the exam fee on deadline and complete the RTC Registration form per deadline.

Please make sure ALL your ID cards and program forms requiring your name, date of birth and social security number MATCH or you will NOT be able to take the State of California Nurse Aide Examination as scheduled.

Student must be self-disciplined to read, complete homework, memorize, self-practice skills. The program requires 126 hours outside of class for the student to successfully pass the course and the State of California Nurse Aide Examination.

Student who are caught cheating in the class will be asked to leave the class and talk with the Student Affairs Director. The student will not be allowed back in class and must withdraw the course online themselves. Otherwise, the student will receive a letter grade of an 'F' at the end of the course.

Students are not to call the IVC Nursing office or email Beatriz or any other IVC nursing office staff or IVC staff at any other department for questions or concerns. The student is required to contact the instructor first by sending a text to the instructor with the student's name and reason for the text.

Student's not following this requirement will be sent to IVC Dean of Student Affairs.

Student for unforeseen reason such as 'positive covid' results, personal reasons, not pass the course exams or meeting other course requirements must withdraw from the course online. Otherwise, the student will receive a letter grade of an 'F' at the end of the course.

Student is not allowed to use cell phone in class and clinical rotation at any time. If student uses cell phone in class or clinical rotation the student will be asked to leave the class and will not be allowed to return to class or clinical rotation. This includes if a hospital administrator or administrative staff member informs me the student was seen using the cell phone in the hospital.

Student will not gossip about other students in class, hospital staff or anyone during classroom or clinical rotation. Student who is gossiping will be sent to Student Affairs Director and will not be allowed back in class and must withdraw from the course online or receive a letter grade of an 'F' at the end of the course.

Students are responsible to continuously read their Canvas emails from instructor, IVC nursing office from Beatriz or Regional Testing Center (RTC).

Student is required to follow IVC policy, procedures, and Covid-19, IVC and healthcare agency guidelines, see Student Daily Calendar for fall 2024 and/or class syllabus.

Pioneer Memorial Healthcare District Skilled Nursing Facility health requirements – see page 7 Student Daily Calendar for fall 2024. Students are not assigned to isolation rooms.



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IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Course Grading Based on Course Objective

Course Grading Based on Course Objectives GRADING CRITERIA Letter Grade Only

Grading System:

1. A= 90%-100%
2. B= 80%-89%
3. **C= 70%- 79% (> 70 % OR better minimal requirement to pass this class) proceed to Clinical rotation**
4. D= 60%- 69% 5. F= 59% > (below)

Students must pass all exam including the Final Exam with a 70% or better to continue with the course.

Students not passing any exams including the Final Exam the student will NOT be allowed to continue with the course or attend clinical rotation.

Student must self-drop the course online or receive a letter grade of an 'F' at the end of the course.

Student DO NOT go to instructor to try and stay in the course. Student may need additional courses with basic reading, writing, math skills and/or memorization skills.

Student advised make an appointment with IVC Academic Counselor.

Homework completed will receive extra credit.

Student 'incomplete' homework = Letter Grade of 'F'



Anticipated Class Schedule/Calendar

AUGUST 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 1 THEORY: DAY #1 (Class day 1) 08/12/2024 (Monday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM- Theory</p> <p>Module 1: Introduction to Nurse Assistant Module 2: Resident’s Rights Module 3: Communication Module 4: Prevention and Management of Catastrophe and Unusual Occurrences</p> <p>DEADLINES: DUE</p> <p>PER BEATRIZ EMAIL SENT TO STUDENTS ON AUGUST 3, 2023 & AUGUST 10, 2023</p> <p>Health Requirements, Background Check and Drug Screen Deadline:</p> <p>If NOT meet you will be dropped from the course – NO EXCEPTIONS!</p> <p>If NOT meet you will be dropped from the course: NO EXCEPTION!</p> <ol style="list-style-type: none"> 1. Health Requirements 2. Background Check 3. Drug Screen <p>NOTE:</p> <p>1. ‘NAME’ ON ALL FORMS MUST MATCH YOUR:</p> <ol style="list-style-type: none"> a. SOCIAL SECURITY NUMBER ON YOUR SS CARD b. CA Driver’s License or CA ID c. 283-B form – ‘Blue’ ink signature by instructor d. RTC registration form e. Live Scan f. Drug Screening g. Self-addressed & stamped envelope take on the day of your State Nurse Aide Examination <p>SEE:</p> <p>Homework Assignment Handout (Meet deadlines)</p>	<p>READ:</p> <p>Review:</p> <ul style="list-style-type: none"> • State Modules/ Objectives (1-17) • Credentia booklet- September 2022 • Homework Assignment ‘Handout’ • CNA Handbook • Reading assignments ‘Crosswalk’ handout <ul style="list-style-type: none"> • Other handouts • Daily Calendar Fall 2024 • Student is responsible to read all Canvas emails • Student is responsible to read ‘Daily Calendar’ daily • Student is responsible to read ‘HOMEWORK ASSIGNMENT’ HANDOUT daily • Student is responsible to read & self-practice skills • Student needs to practice with ‘Memorization Skills’ required for State Nurse Aide Examination • Additional other materials <p>SEE STUDENT DAILY CALENDAR:</p> <ul style="list-style-type: none"> • Outline of class syllabus <p>Questions & Answers as time permits</p>

*****Subject to change without prior notice*****

AUGUST 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 1 THEORY: DAY #2 (Class day 2) 08/13/2024 (Tuesday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM - Theory</p> <p>Module 3: Communication Module 4: Prevention and Management of Catastrophe and Unusual Occurrences Module 5: Body Mechanics Module 6: Medical and Surgical Asepsis Module 7: Weights & Measures</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits Questions & Answers as time permits <p>Due: During Class</p> <ol style="list-style-type: none"> 1. Two (02) 283-B forms 2. RTC Registration form – Completed <ol style="list-style-type: none"> a. Copy of ‘Live Scan’ b. Instructor will submit both forms to Beatriz c. Beatriz will mail both forms for ‘ALL’ Students to the appropriate agency For students’ clearances Skills as time permits
<p>Week 2 THEORY: DAY #3 (Class day 3) 08/19/2024 (Monday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module: 7</p> <p>Module 7: Weights & Measures Module 8: Patient Care Skills Modules Exam:1 & 2</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits Questions & Answers as time permits <p>Skills as time permits</p>
<p>Week 2 THEORY: DAY #4 (Class day 4) 08/20/2024 (Tuesday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 8: Patient Care Skills</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits Questions & Answers as time permits <p>Skills as time permits</p>
<p>Week 3 THEORY: DAY #5 (Class day 5) 08/26/2024 (Monday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 8: Patient Care Skills Module 9: Patient Care Procedures Modules Exam:3 & 4</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits Questions & Answers as time permits <p>Skills as time permits</p>
<p>Week 3 THEORY: DAY #6 (Class day 6) 08/27/2024 (Tuesday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 9: Patient Care Procedures Modules Exam: 5, 6 & 7</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits Questions & Answers as time permits <p>Skills as time permits</p>

SEPTEMBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 4 THEORY: DAY #7 (Class day 7) 09/03/2024 (Tuesday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 10: Vital Signs</p> <p>Module: 11: Nutrition</p> <p>Module: 12: Emergency Procedures</p> <p>Module Exam: 8</p> <p>*THREE RESEARCH PAPERS DUE:</p> <p>Alzheimer’s Disease, HIPPA & PATIENT ABUSE (SEE CLASS SYLLABUS & HOMEWORK HANDOUT)</p> <ol style="list-style-type: none"> 1. EMAIL TO: beatriz.trillas@imperial.edu 2. Bring hard copy to class give to instructor when class begins in the morning 3. NO EXCUSES OR YOU WILL BE DROPPED FROM THE COURSE <ol style="list-style-type: none"> a. Student if required to drop yourself from the course OR you will receive a letter grade of an ‘F’ at the end of the course <p><u>Skills as time permits</u></p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits <p>Questions & Answers as time permits</p> <p><u>Skills as time permits</u></p>
<p>Week 5 THEORY: DAY #8 (Class day 8) 09/09/2024 (Monday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 12: Long Term Care Patient</p> <p>Module 13: Rehabilitative Nursing</p> <p>Module 14: Observation & Charting</p> <p>Modules Exam: 9, 10 & 11</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits <p>Questions & Answers as time permits</p> <p><u>Skills as time permits</u></p>
<p>Week 5 THEORY: DAY #9 (Class day 9) 09/10/2024 (Tuesday)</p> <p>TIME: 7:30 am – 1:00 pm</p> <p>Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 14: Rehabilitative Nursing</p> <p>Module 15: Observation & Charting</p> <p>Modules Exam: 13 & 14</p> <p>7:30 am – 1:00 pm</p> <p><u>Skills as time permit</u></p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits <p>Questions & Answers as time permits</p>

SEPTEMBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 6 THEORY: DAY #10 (Class day 10) 09/16/2024 (Monday)</p> <p>TIME: 7:30 am – 1:00 pm Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 15: Observation & Charting</p> <p>Module 16: Death & Dying</p> <p>Module 17: Abuse</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits Questions & Answers as time permits Skills as time permits
<p>Week 6 THEORY: DAY #11 (Class day 11) 09/17/2024 (Tuesday)</p> <p>TIME: 7:30 am – 1:00 pm Room: 2139</p>	<p>IVC CLASSROOM – Theory</p> <p>Module 17: Abuse</p> <p>Module Exams: 15, 16 & 17</p> <p>7:30 am – 1:00 pm</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits <p>Questions & Answers as time permits Skills as time permits</p>
<p>Week 7 THEORY: DAY #12 (Class day 12) 09/23/2024 (Monday)</p> <p>TIME: 7:30 am – 1:00 pm Room: 2139</p>	<p>IVC CLASSROOMN- THEORY</p> <p>FINAL EXAM</p> <p>7:30 am – 1:00 pm</p> <p>END OF THEORY</p>	<p>DUE:</p> <p>STATE NURSE AIDE TESTING FEES/FORM (RTC)</p> <ol style="list-style-type: none"> 1. RTC MONEY ORDER: \$120 (COPY FOR YOURSELF) <ol style="list-style-type: none"> a. BRING 'ORIGINAL' TO CLASS 2. RTC REGISTRATION FORM (COMPLETED IN CLASS) INSTRUCTOR WILL SUBMIT TO BEATRIZ 3. BEATRIZ WILL MAIL BOTH FORMS FOR 'ALL' STUDENT TO RTC – STATE NURSE AIDE EXAM SCHEDULING <ol style="list-style-type: none"> a. Schedule Friday - December 15, 2023 b. Grossmont Health Occupational Center Santee, CA. 4. RTC will send additional information to the Students to the mailing address students wrote on 'Original' 283-B form 5. DO NOT contact Beatriz or instructor regarding RTC Information about the 'Exam Day' <ol style="list-style-type: none"> a. BE PATIENT – RTC TAKES TIME SENDING OUT INFORMATION b. RTC works with scheduling for all Northern and Southern California State of California Nurse Aide Examination <ol style="list-style-type: none"> 1. Reviews ALL student's required documents 2. RTC - Collects Student's testing fees 3. After students are cleared with RTC <ol style="list-style-type: none"> a. Students names are sent to Northern or Southern Testing sites – scheduling for State CA Nurse Aide Examination



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SEPTEMBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
Clinical: DAY #1 (Class day #13) 09/24/2024 (Tuesday) TIME: 7:00 am – 12:05 pm	<p style="text-align: center;">START CLINICAL DAY: 1</p> <p style="text-align: center;">'Orientation Day'</p> <p style="text-align: center;">Pioneers Memorial Skilled Nursing Center</p> <p style="text-align: center;">320 Cattle Call Drive</p> <p style="text-align: center;">Brawley, CA. 92227</p> <p style="text-align: center;">7:00 am – 12:05</p>	<p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. PROVIDING PATIENT CARE SKILLS 2. PERFORMING PATIENT CARE PROCEDURES 3. PROVIDING NUTRITION USING APPROPRIATE FEEDING METHOD FOR PATIENT ASSIGNED TO STUDENT CARE <p style="text-align: center;">CLINICAL SKILLS (con.t)</p>
Week 7 Clinical: DAY #2 (Class day 14) 09/25/2024 (Wednesday) TIME: 7:00 am – 12:05 pm	<p style="text-align: center;">CLINICAL DAY: 2</p> <p style="text-align: center;">Pioneers Memorial Skilled Nursing Center</p> <p style="text-align: center;">320 Cattle Call Drive</p> <p style="text-align: center;">Brawley, CA. 92227</p> <p style="text-align: center;">7:00 am – 12:05</p>	<p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. PERI-CARE 2. BACK RUB 3. MAKING AN OCCUPIED BED 4. POSITIONING THE RESIDENT Q 2 hrs. <p style="text-align: center;">INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</p> <p style="text-align: center;">CLINICAL SKILLS (con.t)</p>
Week 8 Clinical: DAY #3 (Class day 15) 09/30/2024 (Monday) TIME: 7:00 am – 12:05 pm	<p style="text-align: center;">CLINICAL DAY: 3</p> <p style="text-align: center;">Pioneers Memorial Skilled Nursing Center</p> <p style="text-align: center;">320 Cattle Call Drive</p> <p style="text-align: center;">Brawley, CA. 92227</p> <p style="text-align: center;">7:00 am – 12:05</p>	<p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. HAND/NAIL CARE 2. FOOT CARE 3. SKIN CARE <p style="text-align: center;">INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</p> <p style="text-align: center;">CLINICAL SKILLS (con.t)</p>



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OCTOBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 8 Clinical: DAY #4 (Class day 16) 10/01/2024 (Tuesday)</p> <p>TIME: 7:00 am – 12:05 pm</p>	<p>CLINICAL DAY: 4</p> <p>Pioneers Memorial Skilled Nursing Center</p> <p>320 Cattle Call Drive</p> <p>Brawley, CA. 92227</p> <p>7:00 am – 12:05</p>	<p>CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. ORAL CARE (BED-BOUND) RESIDENT 2. COMBING RESIDENT'S HAIR 3. OFFERING BEDPAN/URINAL 4. DRESSING RESIDENT 5. MONITOR TUBING 6. KEEPING I&O FOR PATIENT IN NEED OF FLUID BALANCE 7. Maintaining proper body mechanics while providing patient care <p>INCLUDE ALL PREVIOUS SKILLS</p> <p>THROUGHOUT PROVIDING PATIENT CARE</p> <p>CLINICAL SKILLS (con.t)</p>
<p>Week 8 Clinical: DAY #5 (Class day 17) 10/02/2024 (Wednesday)</p> <p>TIME: 7:00 am – 12:05 pm</p>	<p>CLINICAL DAY: 5</p> <p>Pioneers Memorial Skilled Nursing Center</p> <p>320 Cattle Call Drive</p> <p>Brawley, CA. 92227</p> <p>7:00 am – 12:05</p>	<p>CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. Remember patient rights as healthcare is provided 2. INFECTION CONTROL THROUGHOUT CARE OF THE RESIDENT 3. Aware of Environment Safety & observing patient signs symptoms (S&S) <p>INCLUDE ALL PREVIOUS SKILLS</p> <p>THROUGHOUT PROVIDING PATIENT CARE</p> <p>CLINICAL SKILLS (con.t)</p>



IMPERIAL VALLEY COLLEGE

OCTOBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 9 Clinical: DAY #6 (Class day 18) (Monday) 10/07/2024</p> <p>TIME: 7:00 am – 12:05 pm</p>	<p>CLINICAL DAY: 6</p> <p>Pioneers Memorial Skilled Nursing Center</p> <p>320 Cattle Call Drive</p> <p>Brawley, CA. 92227</p> <p>7:00 am – 12:05</p>	<p>CLINICAL SKILLS:</p> <p>1. REPORT TO CHARGE-NURSE AS NEEDED GIVING CARE TO THE PATIENT</p> <p>2. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY</p> <p>3. PROVIDE REHABILITATIVE & RESTORATIVE CARE AS ORDERD WHILE PROVIDING PATIENT CARE</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</p> <p>CLINICAL SKILLS (con.t)</p>
<p>Week 9 Clinical: DAY #7 (Class day 19) (Tuesday) 10/08/2024</p> <p>TIME: 7:00 am – 12:05 pm</p>	<p>CLINICAL DAY: 7</p> <p>Pioneers Memorial Skilled Nursing Center</p> <p>320 Cattle Call Drive</p> <p>Brawley, CA. 92227</p> <p>7:00 am – 12:05</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</p> <p>CLINICAL SKILLS (con.t)</p>
<p>Week 9 Clinical: DAY #8 (Class day 20) (Wednesday) 10/09/2024</p> <p>TIME: 7:00 am – 12:05 pm</p>	<p>CLINICAL DAY: 8</p> <p>Pioneers Memorial Skilled Nursing Center</p> <p>320 Cattle Call Drive</p> <p>Brawley, CA. 92227</p> <p>7:00 am – 12:05</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</p> <p>CLINICAL SKILLS (con.t)</p>



OCTOBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
Week 10 Clinical: DAY #9 (Class day 21) (Monday) 10/14/2024 TIME: 7:00 am – 12:05 pm	CLINICAL DAY: 9 Pioneers Memorial Skilled Nursing Center 320 Cattle Call Drive Brawley, CA. 92227 7:00 am – 12:05	CLINICAL SKILLS: INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)
Week 10 Clinical: DAY #10 (Class day 22) (Tuesday) 10/15/2024 TIME: 7:00 am – 12:05 pm	CLINICAL DAY: 10 Pioneers Memorial Skilled Nursing Center 320 Cattle Call Drive Brawley, CA. 92227 7:00 am – 12:05	CLINICAL SKILLS: INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)
Week 10 Clinical: DAY #11 (Class day 23) 10/16/2023 (Wednesday) TIME: 7:30 am – 12:30 pm	CLINICAL DAY: 11 BACK IVC LAB #3 *IVC #2139 OR lab 3	STATE MANUAL 23 SKILLS: SKILLS LAB PRACTICE BRING: NO BLACK BAGS A. USE YOUR OWN ELECTRONICS @ YOUR OWN RISK: 1. Own Computer, Tablet, phone, or other devices 2. IVC ADM. NOT RESPONSIBLE FOR ANY DAMAGES B. CREDENTIALIA 'ENLARGED' SKILLS – HANDOUT C. SKILLS '06-SETS' - HIGHLIGHTED IN YELLOW – HANDOUT D. BRING: OWN TED-HOSE & PPE (items from black bag) a. State CNA Skills Videos – www.sbcc.edu



OCTOBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 11 Clinical: DAY #12 (Class day 24) 10/21/2023 (Monday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 12</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS:</p> <p>SKILLS LAB PRACTICE BRING: NO BLACK BAGS</p> <p>A. USE YOUR OWN ELECTRONICS @ YOUR OWN RISK:</p> <ol style="list-style-type: none"> 1. Own Computer, Tablet, phone, or other devices 2. IVC ADM. NOT RESPONSIBLE FOR ANY DAMAGES <p>B. CREDENTIALIA 'ENLARGED' SKILLS – HANDOUT</p> <p>C. SKILLS '06-SETS' - HIGHLIGHTED IN YELLOW – HANDOUT</p> <p>D. BRING: OWN TED-HOSE & PPE (items from black bag)</p> <p>a. State CNA Skills Videos – www.sbccc.edu</p>
<p>Week 11 Clinical: DAY #13 (Class day 25) 10/22/2023 (Tuesday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 13</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS:</p> <p>SKILLS LAB PRACTICE BRING: NO BLACK BAGS</p> <p>A. USE YOUR OWN ELECTRONICS @ YOUR OWN RISK:</p> <ol style="list-style-type: none"> 1. Own Computer, Tablet, phone, or other devices 2. IVC ADM. NOT RESPONSIBLE FOR ANY DAMAGES <p>B. CREDENTIALIA 'ENLARGED' SKILLS – HANDOUT</p> <p>C. SKILLS '06-SETS' - HIGHLIGHTED IN YELLOW – HANDOUT</p> <p>D. BRING: OWN TED-HOSE & PPE (items from black bag)</p> <p>a. State CNA Skills Videos – www.sbccc.edu</p>
<p>Week 11 Clinical: DAY #14 (Class day 26) 10/23/2023 (Wednesday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 14</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS:</p> <p>SKILLS LAB PRACTICE BRING: NO BLACK BAGS</p> <p>A. USE YOUR OWN ELECTRONICS @ YOUR OWN RISK:</p> <ol style="list-style-type: none"> 1. Own Computer, Tablet, phone, or other devices 2. IVC ADM. NOT RESPONSIBLE FOR ANY DAMAGES <p>B. CREDENTIALIA 'ENLARGED' SKILLS – HANDOUT</p> <p>C. SKILLS '06-SETS' - HIGHLIGHTED IN YELLOW – HANDOUT</p> <p>D. BRING: OWN TED-HOSE & PPE (items from black bag)</p> <p>a. State CNA Skills Videos – www.sbccc.edu</p>



OCTOBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 12 Clinical: DAY #15 (Class day 27) 10/28/2024 (Monday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 15</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS:</p> <p>SKILLS LAB PRACTICE BRING: NO BLACK BAGS</p> <p>A. USE YOUR OWN ELECTRONICS @ YOUR OWN RISK:</p> <ol style="list-style-type: none"> 1. Own Computer, Tablet, phone, or other devices 2. IVC ADM. NOT RESPONSIBLE FOR ANY DAMAGES <p>B. CREDENTIALIA 'ENLARGED' SKILLS – HANDOUT</p> <p>C. SKILLS '06-SETS' - HIGHLIGHTED IN YELLOW – HANDOUT</p> <p>D. BRING: OWN TED-HOSE & PPE (items from black bag)</p> <p>a. State CNA Skills Videos – www.sbcc.edu</p>
<p>Week 12 Clinical: DAY #16 (Class day 28) 10/29/2024 (Tuesday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 16</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS:</p> <p>SKILLS LAB PRACTICE BRING: NO BLACK BAGS</p> <p>A. USE YOUR OWN ELECTRONICS @ YOUR OWN RISK:</p> <ol style="list-style-type: none"> 1. Own Computer, Tablet, phone, or other devices 2. IVC ADM. NOT RESPONSIBLE FOR ANY DAMAGES <p>B. CREDENTIALIA 'ENLARGED' SKILLS – HANDOUT</p> <p>C. SKILLS '06-SETS' - HIGHLIGHTED IN YELLOW – HANDOUT</p> <p>D. BRING: OWN TED-HOSE & PPE (items from black bag)</p> <p>a. State CNA Skills Videos – www.sbcc.edu</p>
<p>Week 12 Clinical: DAY #17 (Class day 29) 10/30/2024 (Wednesday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 17</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS: (Continue practicing)</p> <p>Homework due:</p> <ol style="list-style-type: none"> 1. Completed Workbook 2. 158 Sentences 3. Bring to instructor beginning of class <ol style="list-style-type: none"> a. DO NOT submit to Beatriz



NOVEBER 2024	DESCRIPTION	ASSIGNMENTS/OTHER INFO.
<p>Week 13 Clinical: DAY #18 (Class day 30) 11/04/2024 (Monday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 10</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS:</p> <p>SKILLS LAB PRACTICE BRING: NO BLACK BAGS</p> <p>A. USE YOUR OWN ELECTRONICS @ YOUR OWN RISK:</p> <ol style="list-style-type: none"> 1. Own Computer, Tablet, phone, or other devices 2. IVC ADM. NOT RESPONSIBLE FOR ANY DAMAGES <p>B. CREDITIA ‘ENLARGED’ SKILLS – HANDOUT</p> <p>C. SKILLS ‘06-SETS’ - HIGHLIGHTED IN YELLOW – HANDOUT</p> <p>D. BRING: OWN TED-HOSE & PPE (items from black bag)</p> <p>a. State CNA Skills Videos – www.sbcc.edu</p>
<p>Week 13 Clinical: DAY #19 (Class day 31) 11/05/2024 (Tuesday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 11</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>STATE MANUAL 23 SKILLS: (Continue practicing)</p>
<p>Week 13 Clinical: DAY #20 (Class day 21) 11/06/2024 (Wednesday)</p> <p>TIME: 7:30 am – 12:30 pm</p>	<p>CLINICAL DAY: 11</p> <p>BACK IVC LAB #3</p> <p>*IVC #2139 OR lab 3</p>	<p>Instructor Returns:</p> <ol style="list-style-type: none"> 1. Workbooks 2. RTC 283-B form – ‘Blue Signature’ <ol style="list-style-type: none"> a. Required to take to State Nurse Aide Examination – Entry to take the exam <ul style="list-style-type: none"> • State Nurse Aide Examination info. (See pages: 20 & 21) • CDPH contact info. (see page 22) <p>AFTER CLASS IS OVER:</p> <p>QUESTIONS:</p> <ol style="list-style-type: none"> 1. CNA/CHHA Licenses <ol style="list-style-type: none"> a. Licenses Renewals b. Continuing Education Units (CEU’s) 2. DO NOT CONTACT IVC NURSING OFFICE STAFF OR INSTRUCTOR ONLY CDPH CAN HELP YOU WITH QUESTIONS REGARDING YOUR CNA/CHHA LICENSES

STATE OF CALIFORNIA NURSE AIDE EXAMINATION: December 13, 2024 (FRIDAY)

GROSSMOUNT HEALTH OCCUPATIONS CENTER – SANTEE, CA.

WRITTEN EXAM:



MANUAL SKILLS EXAM:



BEST WISHES 😊





STATE NURSE AIDE EXAMINATION

GROSSMONT HEALTH OCCUPATIONS CENTER (GHOC), SANTEE CA.

December 13, 2024 (Friday)

State Nurses Aide Examination (TESTING)- BOTH WRITTEN & SKILLS

You will receive information to your home address you provided on the 283-B form

BRING ON TEST DAY:

- 1. 283-B – signed 'BLUE-INK' by instructor**
- 2. RTC Registration – BLUE POSTCARD (sent by mail)**
- 3. Take 02 picture IDs: NAMES 'MUST' MATCH**
 - a. Social Security Card**
 - b. ONE of the IDs is CA ID or CA Driver's License**
 - c. 'ALL' NAMES 'MUST MATCH' ON DOCUMENTS SUBMITTED**
- 4. (02) #2 sharpened pencils with working eraser**
- 5. STAMP & SELF-ADDRESSED (YOUR HOME ADDRESS) MAILING ENVELOPE – GIVE TO 'GROSSMOUNT HEALTH OCCUPATIONS TESTING 'PROCTOR'**
 - a. So you can receive the testing results at the address on the envelope you provided on the date of your State Nurse Aide Examination & gave to Proctor**
- 6. Be in uniform & take a 2nd hand watch**
- 7. TIME: YOU WILL RECEIVE ADDITIONAL INFORMATION BY MAIL (HOME ADDRESS)**
- 8. TAKE YOUR SOCIAL SECURITY CARD 'Original' with you**
- 9. REMINDER: NAME HAS TO MATCH ALL DOCUMENTS FOR TESTING**
- 10. Other required health information from RTC to your home mailing address listed on your 'Original' 283-B form**

SELF-ADRESSED & SELF-STAMPED ENVELOPE: TAKE WITH YOU ON STATE EXAM DATE



BEST WISHES 



IMPERIAL VALLEY COLLEGE

QUESTIONS AFTER COURSE IS 'OVER' CONTACT: STATE OF CALIFORNIA [CDPH \(website\) www.cdph.ca.gov](http://www.cdph.ca.gov)

DO NOT 'CONTACT': IVC NURSING DEPARTMENT- THEY DO NOT HAVE YOUR LICENSES OR RENEWAL OR CEU'S INFORMATION

QUESTIONS: REGARDING CNA OR HOME HEALTH AIDE LICENCES, CONTINUING EDUCATION (CEU'S) OR RENEWAL CONTACT:

DO NOT CONTACT IVC NURSING DEPARTMENT ADMINISTRATION AND/OR STAFF OR INSTRUCTOR ONLY [CDPH](http://www.cdph.ca.gov) CAN HELP YOU WITH THESE CONCERNS!

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH)

LICENSING AND CERTIFICATION PROGRAM (L&C)

AIDE AND TECHNICIAN CERTIFICATION SECTION (ATCS)

MS 3301, P.O. BOX 997416

SACRAMENTO, CA. 95899-7416

****PHONE: (916) 327-2445: Listen to pre-recorded, then a robot-like voice, then pressed 'ZERO' (0) ****

(HOPEFULLY PERSON ANSWERS PHONE. If NOT then TRY... AGAIN UNTIL YOU GET A 'REAL PERSON')

OTHER PHONE NUMBER: (916) 492-8232 **OR** FAX: (916) 552-8785

EMAIL CDPH: cna@cdph.ca.gov

1. NAME

2. Date of Birth (DOB)

3. LAST 4 OF SOCIAL SECURITY NUMBER

4. INCLUDE 'LICENSE NUMBER' - [CNA OR CHHA](#)

a. Write your question or concerns regarding [LICENSE\(s\)](#) and/or [Continuing Education Units \(CEU'S\)](#) required for license(s) ['RENEWAL'](#)

b. INCLUDE YOUR RETURN 'CONTACT INFORMATION':

1. HOME ADDRESS

2. CELL PHONE

3. PERSONAL EMAIL

EMAIL IS BEST